

YORK TECHNICAL COLLEGE

APPEAL PROCESS FOR AWARDING ACADEMIC CREDIT

An appeal process exists for students who want to appeal a decision related to the awarding of academic credit by York Technical College. This appeal process applies to regionally accredited college credit, non-regionally accredited college credit, military credit, foreign credentials, and other experiences such as work experience, professional certificates, or other relevant collegiate and non-collegiate experiences.

Students desiring further review of their previously earned credit or learning experiences should:

1. Review all transfer and/or exemption credit awarded by York Technical College via the student's Web Advisor account (see Academic Transcript).
2. Complete the Academic Credit Appeal Form (under Student Forms in Web Advisor) or available in Enrollment Services in the Student Services building.
3. Submit the completed Academic Credit Appeal Form to the Academic Records Office.
4. The Academic Records Office will review the appeal request and notify the student if additional documentation is required to further evaluate the academic credit.
5. Upon receipt of additional documentation (if applicable), the Registrar or the Associate Registrar who did not previously complete the initial evaluation of academic credit will re-evaluate the credit or experience being appealed. The subject-matter department chair (if applicable) will also re-evaluate the credit being appealed and any additional documentation submitted. If students do not submit the additional documentation requested, no further review will occur.
6. A decision will be made by the Registrar and the subject-matter department chair, in consultation with each other, and a rationale will be provided for any credit approved or denied.
7. The decision and rationale will be sent to the student via the student's institutional e-mail account within 10 business days of receipt of the appeal form and requested documentation.

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Student Name: _____ Student ID: _____ Date: _____
 YTC E-Mail Address: _____

Please provide the information below for the credit or learning experience for which you are appealing. If additional documentation is required for this review, the Academic Records Office will notify you.

Specific Course or Learning Experience	Where Credit Originated	YTC Course for which Credit is Requested	Rationale for Appeal

SCHOOL-USE ONLY*****

Specific Course or Learning Experience	Approved or Denied	YTC Course & Credit Awarded	Rationale for Decision

Evaluator's Signature: _____

Registrar's Signature: _____

Academic Department Chair's Signature: _____

Comments:
